



DEMOCRATIC REPUBLIC OF CONGO

Reference No.: AID-16-02

Position/Salary Range: **Driver; FSN-4**
Additional benefits include allowances for Housing, Transportation, Meals, Family, and Miscellaneous; 13th and 14th month bonuses; annual and sick leave and medical coverage

Open To: All DRC citizens

Location: USAID/Democratic Republic of Congo
Kinshasa, DRC

Opening: July 22, 2016

Closing: August 6, 2016

Work Hours: Full-Time; 40 hours/week

USAID/Democratic Republic of the Congo (DRC), an equal opportunity employer, seeks applicants for the above position.

Basic Function of Position:

Drives light vehicle to transport USAID Mission Director or USAID Representative, and VIP visitors within the city and surrounding areas.

Major Duties and Responsibilities:

1. Transports USAID Mission Director or USAID Representative, and VIP visitors within the city and surrounding areas. Responsible for the security and safety of passengers; observes all traffic laws; remains constantly alert to unusual situations and takes evasive action as appropriate.
2. Keeps vehicle clean and in serviceable condition. Performs preventive maintenance. Serves as driver leader for USAID chauffeurs, inspecting both driver and their vehicles.
3. Serves as special messenger delivering documents or invitations. Hand carries urgent purchase orders to local vendors and picks up airline tickets. Functions as pool chauffeur or field trip driver as necessary. Performs mission operations services when available. Runs errands for official personnel.
4. Records daily mileage, gas consumption. Provides collective data from these records to the Motor Pool Supervisor for the monthly gasoline and annual vehicle reports.

Required Qualifications at the Full Performance Level:

Education:

Completion of elementary school plus vocational training in general automotive mechanic is required.

Prior Work Experience:

Two to three years of chauffeur experience is required, of which at least one year must have been in a USG agency.

Language Proficiency:

List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read). Level III English ability (Good working knowledge) and French is required.

Knowledge:

Must be familiar with local traffic laws and area traffic patterns. Knowledge of motor pool regulations and directives as well as various U.S Government offices and residences.

Skills and Abilities:

Must have a valid local driver's license appropriate to vehicle(s) operated. Knowledge of defensive driving techniques sufficient to exercise special precautions and take evasive action to protect passengers and the vehicle.

Evaluation Criteria and Weights:

1. Education/Weighted 20% based on initial application review;
2. English Language Skills/Weighted 20% based on application review, written assessment and interview;
3. Prior Work Experience/Weighted 20% based on application review and interview;
4. Knowledge/Weighted 20% based on written assessment and interview; and
5. Skills and Abilities/Weighted 20% based on written assessment and interview.

N.B. Qualified applicants will be given a driving test.

How the selection will be made:

The successful candidate will be selected based upon

1. A preliminary review of the applicant's submitted package to establish that minimum educational and English writing fluency requirements are met.
2. Tests to include an English writing skills test, a Microsoft Office proficiency test that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate.
3. A personal or telephone interview.
4. Reference checks.

USAID/DRC's Technical Evaluation Committee (TEC) and Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements.

The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for interview could be dropped from the interview list.**

Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR.

HR will conduct and document the reference checks (Step 4) prior to advising the TEC of the results of these checks. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.**

References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for review and approval by the Contracting Officer, after which an offer of employment will be made to the successful candidate, and unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/DRC.

USAID/DRC reserves the right to hire an applicant who does not meet the required experience level at a trainee level. However, an applicant who does not meet the minimum educational requirements cannot be hired at either a trainee or full performance level.

Compensation:

The position will be compensated in accordance with the U.S. Embassy's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

To Apply:

ONLY applicants who meet the minimum educational and fluency in English and French requirements as stated in the solicitation document will be considered. Interested applicants who do not meet these requirements are encouraged NOT to apply since these applications will not be considered.

A complete application package consists of the following:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](http://kinshasa.usembassy.gov/opportunities/jobs.html). The form can be found in the US embassy website (<http://kinshasa.usembassy.gov/opportunities/jobs.html>)
2. A cover letter demonstrating how prior experience and/or training address the minimum qualifications and selection criteria,
3. A current resume or curriculum vitae (CV), and
4. Names and contact numbers of three professional references.

Ensure that all communications (including your Cover Letter) include the Announcement Reference Number (AID-16-02) and the Title of the Position(s) for which you are applying (Driver)

Submit the complete application package via email, to usaidhrkinshasa@usaid.gov

Failure to comply with these instructions may result in your application being considered “non responsive” and eliminated from further consideration.

Point of Contact:

Sandra Kiyanga: skiyanga@usaid.gov

Only short-listed candidates will be acknowledged.

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under Chief of Mission authority.

Closing date for this position: August 6, 2016.

The U.S. Mission in the Democratic Republic of the Congo provides opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations. Women and members of minority groups are encouraged to apply.